

## Arts in the Parks - Organizations

### CY2016 SAMPLE APPLICATION

#### Section 1: **BUSINESS INFORMATION**

Home county (Indiana county in which your organization resides e.g. Marion)  
Authorizing official name, title, email, phone  
Organization's mission statement

##### FISCAL AGENT:

1. Is your organization acting as a fiscal agent for another organization? The fiscal agent is required to be the **applicant** and is responsible for fulfilling the contract if funded.
2. If your organization is serving as a fiscal agent to another organization, please use the space below to include the following information: provide the organization's legal name, address and county; organization's contact information below, including name, email, phone for this organization. Include a briefly description of the organization you will be fiscal agent to below. Include information about the organization's mission statement, number of years operating, capacity, etc.
3. Include website link of this organization.

#### Section 2: **Project Overview**

1. Project start date and end date (must fall within the grant period) Grant Dollar Request Amount (eligible project request range: \$500 to \$3000)
2. Project Title:
3. Identify which state park(s) or forest(s) will your activity occur: [drop down menu of the properties]:
4. Summarize your organization's proposed project and how the grant funds will be used in a 2-3 sentence description, written in third person. (This description may be posted or used for marketing materials with the Indiana Arts Commission and the Department of National Resources if your organization is selected to receive an award as well as the Indiana Bicentennial website.)
5. Summarize your organization's proposed plan to engage people in the park in a 2-3 sentence description, written in third person style. (This description may be posted or used for marketing materials with the Indiana Arts Commission and the Department of National Resources if you are selected to receive an award as well as the Indiana Bicentennial website.)

#### Section 3: **NARRATIVE**

##### Feasibility

1. Describe the art project and how it will celebrate the park/forest and engage the public.
2. Identify major project activities that will take place during the allowable project period. Include project goals, art activities, key project dates, and if any, collaborations.
3. Explain how your organization will accomplish, manage and implement this project.

#### Natural Environment Impact

1. Explain how your project reflects the natural environment and any impact to the operations of the specific park/forest property, staff, events calendar, etc. Include information from your preparation, visiting, and planning to confirm this project will require minimum impact to the staff and property.
2. If any, upload any supporting materials from your preparation and planning to help accomplish this project (e.g. letters of support from the park/forest staff, park/forest schedule of events, etc.).

#### Public Benefit & Community Impact

1. Identify who will participate in your project and how will you reach them. Grant recipients are expected to partner with the park/forest on any promotion of this project; if applicable, include any other promotional efforts.
2. Describe the public benefits of this project, including how your project will actively engage and impact the community within the state park/forest. Explain how you will make your project accessible to underserved communities including people with disabilities.

#### Artistic Quality

1. Provide an overview of your organization and how it relates to the project.
2. Explain how the success of your project will be evaluated. Include how you will involve the audience/community in these efforts and include specifics and sample evaluation tools or questions.
3. Include information about the artist(s), (ensembles, etc.) including the selection process.

#### Section 4: **PROJECTED IMPACT**

If funded, the IAC will require you to provide:

- a. total number of audience directly engaged in your project,
  - b. total number of artists directly involved in your project, and
  - c. total number of arts education activities will be included in your project
1. Briefly explain how you plan to track the audience for your project

#### Section 5: **PROJECTED BUDGET** - For the projected budget the cash income and cash expense totals must match. Additionally, the in-kind income totals and expense totals must match.

##### Income

Applicant contribution  
IAC/Grant Request Amount  
Other

##### Expenses

Artistic Personnel  
Park/Forest Space Rental

Artistic Supplies/Materials  
Equipment Rental  
Park Entrance Fees  
Travel/Transportation  
Marketing/Promotion/Publicity  
Other

**Budget Explanation:**

1. Budget Explanation – provide information about the budget. Help the panel understand your listed income and expense (e.g. if equipment rental is listed in the expense line, explain what equipment will be rented and the source. And/or perhaps your rental range based on your research.

**Section 6:**

1. Artistic Documentation – Still/Audio  
Artistic Documentation is encouraged (not required) and may be used for panel evaluation. For tips on uploading artistic documentation please refer to IAC website (<http://www.in.gov/arts/2503.htm>). If you are submitting a link for video documentation, move to the next page in this application.
2. Artistic Documentation – Video  
Artistic Documentation is encouraged (not required) and may be used for panel evaluation.

**Section 7: ATTACHMENTS/SUPPORT DOCUMENTS**

1. Upload your organization's Articles of Nonprofit Incorporation or Public Entity Enabling Document. The file should be named with your organization's name or acronym and the applicable title, e.g. IAC\_ArticlesNonprofit.pdf.
2. Upload your organization's IRS Determination Letter of Tax Exempt Status. If you are a Public Entity, please upload a document stating that information here. The file should be named with your organization's name or acronym and the applicable title, e.g. IAC\_TaxExemptLetter.pdf.
3. Upload your organization's financial statement approved by the board for the most recently completed year. The file should be named with your organization's name or acronym and applicable title, e.g. IAC\_FinancialStatement.pdf
4. Upload a spreadsheet of your board members here. Applicants must use the template provided at [http://www.in.gov/arts/files/Board\\_Members\\_Template.xls](http://www.in.gov/arts/files/Board_Members_Template.xls) (File should be named with your organization's name or acronym and the title Board Members, e.g. IAC\_BoardMembers.xls)

**Application Checklist & Signature Page**